



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF SERVICES MANAGEMENT AUDITOR

Open Examination

FINAL FILING DATE	MAY 2, 2005, applications (Form 678) must be POSTMARKED no later than the final filing date. Please note that only applications with a revision date of 12/2001 will be accepted. All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
HOW TO APPLY	<div>Applications are available and may be filed in person or by mail with:</div> <div>Department of Conservation Human Resources Office (KD) 801 K Street, MS 22-13 Sacramento, CA 95814</div> <div>DO NOT submit applications to the State Personnel Board.</div>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make specific arrangements.
EXAMINATION DATES	<div>Qualification Appraisal: It is anticipated that interviews will be held during June/July 2005.</div> <div>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</div>
EXAMINATION INFORMATION	<div>The examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</div> <div>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</div> <div>QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%</div>
EXPERIENCE AND EDUCATION OPTION	If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their applications. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.
LOCATION	Positions currently exist with the Department of Conservation in Sacramento, Los Angeles and San Diego.
SALARY RANGE	\$2902-4363
ELIGIBLE LIST INFORMATION	An open eligible list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<div>NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</div> <div>Experience: No experience required. Applicants must meet the education requirements.</div>
EDUCATION	<div>Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics, and with a minimum of six semester units of accounting. (Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</div> <div>NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed including the title, number of semester or quarter credits granted, name of institution and completion date.</div> <div>For equivalent to graduation from college, applicants must include the following information on their applications: Name of Institution, type of, and date degree obtained, and number of units completed.</div> <div>*If you are a registered senior in a recognized institution, please provide <u>proof of registration as a senior</u> with your application.</div>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

THE POSITION	The Staff Services Management Auditor class is a recruiting, training and development class for persons qualified to learn under close supervision, management auditing methods as used in the State Government.
SCOPE	In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:
KNOWLEDGE OF	Principles and practices of organization management, accounting and auditing.
ABILITY TO	Learn and apply general and specialized accounting and management auditing principles and procedures as used in Stat Government
CAREER CREDITS	Will not be granted for this examination.
VETERANS PREFERENCE CREDITS	Will be granted for this examination.
TRAVEL ACCOMMODATIONS	Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.).

GENERAL INFORMATION: It is the candidate’s responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2001 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
Sacramento TDD: (916) 324-2555